

Model Community Guidelines Video/Music Store

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Reuse scrap paper (e.g. Make into note pads)
 - Promote the use of reusable bags; or offer incentive (e.g. 2 or 5 cents off) when using own bag; or post sign, “bags on request only”
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - For display counter promotion, use ridged material that is recyclable after wear and tear, such as cardboard
 - Request supplier to use less packaging in shipments
 - Offer to resell used tapes or compact disks
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Promote/offer rental/sales of tapes on waste reduction/recycling
 - Offer posters for reuse after promotion is complete
 - Encourage use of customer comment cards to request suppliers use less packaging (e.g. Non-blister packaging)
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Encourage employees to share magazines and newspaper subscriptions